

Information Sheet Instructions
for
New Hires to Federal Government

Line #	Directions/Comments
1 2 3	Self-explanatory
4	New (new hires; co-op students)
5 6	Self-explanatory
7	Address where Final Offer Letter was mailed. Include county (this will be used to provide closest military base for movement of household goods)
8	Do not count bathrooms; but do count garage, basement maximum weight allowed 18,000 pounds
9	Do you have household goods located at a different address than what is listed in #8?
9a	What city and state; how many rooms?
10	Shipment authorization of POV is evaluated on a case by case basis. Only one car may be approved for shipment at government cost; and must be cost effective for the Government. Submit an estimate from a moving company for shipment of one car. (Can be submitted separately from this information sheet.) You will be notified if approved.
11	Date leaving current residence to travel to Agency for EOD
12	Self-explanatory
12a	Self-explanatory
12b	Use Map quest to determine # of miles using the most direct route
13	List all dependents that will relocate with you. Dependents are anyone that receives 51% of their support from you; children under the age of 21; children over age of 21 (legal guardianship documentation required); dependent parents (legal guardianship

	documentation required)
13a	Self-explanatory
13b	Self-explanatory